

Lowell Folk Festival ***July 28 – 30, 2006***

Guide for Businesses





ALL - A M E R I C A C I T Y W I N N E R

City of Lowell
Office of the City Manager

Division of Planning and Development
JFK Civic Center/50 Arcand Drive
Lowell, Massachusetts 01852
www.ci.lowell.ma.us

J. Matthew Coggins
Assistant City Manager/DPD Director

Anne M. Barton
Deputy Director

June 1, 2006

tel: 978-970-4252
fax: 978-970-4262
mcoggins@ci.lowell.ma.us
abarton@ci.lowell.ma.us

Dear Downtown Business,

The Lowell Folk Festival will be celebrating its 20th anniversary on July 28 – 30th. This is always a busy and exciting weekend in downtown Lowell. The purpose of this guide is to provide you with the information necessary to ensure that you have a great weekend.

I encourage you to prepare early for the Folk Festival. Please review the enclosed information. Last year's procedures for sidewalk sales, sidewalk seating, and entertainment have changed. All of this information is contained in this packet with the contact information for the appropriate person. I cannot stress how important it is that you apply for the appropriate licenses early.

If you have any questions please contact me at 978-446-7150. I hope you have a great weekend.

Sincerely,

A handwritten signature in dark ink that reads "SM de Mari".

Susan M. de Mari
Downtown Coordinator

Sidewalk Stand Permit

A sidewalk stand permit is necessary for any retailer that will be selling products outside of their establishment the weekend of the Folk Festival. Please review the following frequently asked questions regarding a sidewalk stand permit.

How do I get a sidewalk stand permit for the Lowell Folk Festival weekend?

You need to contact the License Commission at 978-970-4156. You will need to have a certificate of liability insurance for at least \$500,000 that extends to the sidewalk in front of your establishment and names the City of Lowell as co-insured.

Do I need to appear before the License Commission to receive the permit?

Yes. You are required to appear before the License Commission. The commission meets bi-weekly on Thursdays in the City Council Chambers at 3:00 PM. In order to have your application on the agenda you need to contact the License Commission at 978-970-4156.

Is there a fee?

Yes. It costs \$5 for each day that the permit is issued.

I already have a permit for my business, do I need to apply for a special permit for that weekend?

It depends. Does your current permit have specific dates on it or was it granted for the season? You should contact the license commission at 978-970-4156 to verify.

What happens if I don't have a sidewalk stand permit?

You cannot use the sidewalk outside of your building for any reason. You cannot place furniture outside nor can you sell any items. The City of Lowell and Lowell Police Department have lists of all businesses with permits to sell. If you are outside, and you do not have a permit, you will be required to move all items into your business.

What can I sell outside?

You can sell anything that you normally sell inside your business. You cannot take on special products just for the Folk Festival. For example, if you normally sell jewelry, you cannot sell bottled water just for the Folk Festival. This is because the Lowell Folk Festival Foundation helps to pay for the Folk Festival through the sale of water and t-shirts during the weekend. We will be monitoring what you are selling. If you have any questions please feel free to contact the Downtown Coordinator at 978-970-4252.

Can I use the entire sidewalk in front of my business?

It depends. If your business is located on a street that is closed to vehicular traffic you may use the entire sidewalk in front of your business (not to exceed the length of your storefront). If the street is open to vehicular traffic, you need to maintain 4 feet of pedestrian walkspace at all times. Please refer to the street closings and times to determine when and if your street closes.

Can I allow another business or individual to use the space outside my business to sell items?

No. Outside vendors are prohibited.

Sidewalk Seating License and Liquor Licenses

A sidewalk seating license allows restaurants to set up tables and chairs for outdoor dining.

I have a sidewalk seating license agreement from the City Council, do I need to apply for a special event permit for Folk Fest weekend?

It depends. If you are planning to use the same setup that is in your license agreement, you do not need to get an additional permit. If you are planning to extend your area, you will need to apply for a special event permit from the Special Events Coordinator. If you serve alcohol, you will need to apply for a special one-day license for the area not presently covered under the annual liquor license.

I do not have a sidewalk seating license, but I would like to set up an outdoor seating area. What do I need to do?

You need to apply for a special event permit. Please contact the Special Events Coordinator at 978-970-4257.

I am extending my sidewalk seating area into the street. What do I need to do?

If you serve alcohol, you will need to apply for a special one-day license for the area not presently covered under the annual liquor license. You will need to appear before the license commission. The commission meets bi-weekly. You can contact the license commission at 978-970-4156. If you are not serving alcohol, you will need to make your intentions known to the Downtown Coordinator at 978-446-7150.

How do I determine how far into the street I may go?

You don't. The size of your seating area is determined by the City of Lowell. We factor in when the street is closing and the ability of public safety vehicles to access the area. Depending on street closings, you may not be able to extend onto the street Friday night, but may be able to on Saturday. It is important that you refer to the enclosed street closings. Your area will be clearly marked the week before the Folk Festival. If you have questions you can contact the Special Events Coordinator at 978-970-4257.

Can I set up a grill outside my business?

Yes, however it must be approved by the Health Department and Fire Department. You should contact the Health Department at 978-970-4010. If you are planning to use charcoal, you need to have a detailed plan for disposal. If you are planning to use propane, you will need a permit from the Fire Department.

Do I need to serve food outside?

Yes. The Sidewalk Seating Ordinance clearly states that "restaurants with sidewalk seating areas must serve food. No one shall be seated in a sidewalk seating area for the sole purpose of drinking alcohol." You will need to serve some type of food at every table (nuts, chips, bread).

Can patrons leave my establishment with an alcoholic beverage?

No. The Lowell Police will be monitoring public drinking.

How can I prevent patrons from leaving with alcohol?

Your entire sidewalk seating area needs to be enclosed. You will need to order the appropriate fencing for your establishment. Fencing is not just a roped off area. It is important that you obtain the appropriate materials. In addition, please refer to the enclosed list of street closing. If your street is not closed, you need to maintain 4 feet of pedestrian space on the sidewalk at all times.

You are required to have an employee at the exit of your establishment to prevent people from leaving with alcohol. If a violation occurs, you may be asked to stop serving. In addition, you may be required to appear before the license commission. In order to prevent a violation, you may want to hire a police detail for the weekend.

Can my furniture and fencing be left out for the entire weekend?

No. Everything outside must be temporary in nature so that it can be easily removed in case of an emergency.

What should I do for trash bins?

You are required to provide your own trash bins. Please schedule your dumpster pickup for the Monday, July 31st.

Do I need to clean the area?

Yes, you are responsible for a thorough cleaning of the entire approved area throughout the weekend. The outdoor seating area is considered an extension of your business and you are responsible for maintaining it.

Entertainment

Many establishments will offer some type of outdoor entertainment during the Folk Festival weekend. Entertainment ranges from an acoustic guitar to an amplified band. You should review this information and receive the appropriate permits prior to booking your entertainment.

Can I have a band outside my establishment?

Yes, however if you intend to use amplification, you need to apply for a special events permit for amplified outdoor public entertainment amplification. You can contact the license commission at 978-970-4156.

Where can I have the band setup?

A band can only setup in your approved outdoor area. They need to be enclosed within your area.

What hours can the band perform?

The hours will be indicated on your amplification permit. If your band does not need an amplifier, they can perform during your hours of operation.

What happens if people at the folk festival stages cannot hear the performers because my music is too loud?

You will be required to shut down your entertainment. The Lowell Folk Festival is the main event of the weekend and their performers take precedent over any private entertainment.

Is there anything that I should tell my entertainers regarding the Folk Fest weekend?

Some entertainers that perform for private businesses the weekend of the Folk Festival have been indicating to their customers that they are performers at the Lowell Folk Festival. If asked by the entertainment, please clarify that your business is not an official stage or performance area for the Lowell Folk Festival.

Street Closings

Street	Closed	Re-Opened
John Street (Merrimack to Paige)	Fri 5:00 AM	Mon 9:00 AM
Lee Street (entirety)	Fri 5:00 AM	Mon 9:00 AM
Shattuck Street (entirety)	Fri 5:00 PM	Sun 9:00 PM
French Street (John to Kirk)	Fri 1:00 PM	Sun 9:00 PM
Merrimack Street (Bridge to Dutton)	Sat 9:00 AM	Sat 11:00 PM
	Sun 9:00 AM	Sun 9:00 PM
Central Street (Market to Merrimack)	Sat 9:00 AM	Sat 11:00 PM
	Sun 9:00 AM	Sun 9:00 PM
Paige Street (John to Kirk)	Sat 9:00 AM	Sun 9:00 PM
Market Street (Dutton to Palmer)	Sat 7:00 AM	Sun 9:00 PM
Arcand Drive (Merrimack to	Sat 9:00 AM	Sat 11:00 AM
Fr. Morrisette)	Sun 9:00 AM	Sun 9:00 PM
Middle Street (Central to Shattuck)	Fri 5:00 PM	Sun 9:00 PM
Palmer Street (Middle to Merrimack)	Fri 5:00 PM	Sat 7:00 AM
	Sat 1:00 PM	Sun 9:00 PM

If you have any questions regarding street closings please feel free to contact the Special Events Coordinator at 978-970-4257.

Important Information

Dates of the License Commission Meetings

Thursday, June 1
Thursday, June 15
Thursday, July 13
Thursday, July 27

The License Commission meets at 3:00 PM in the City Council Chambers in City Hall.

***It is strongly encouraged that you plan to attend a license commission meeting in June.
A problem may arise with your application and you will be required to reappear in July.***

Contact Information

City of Lowell

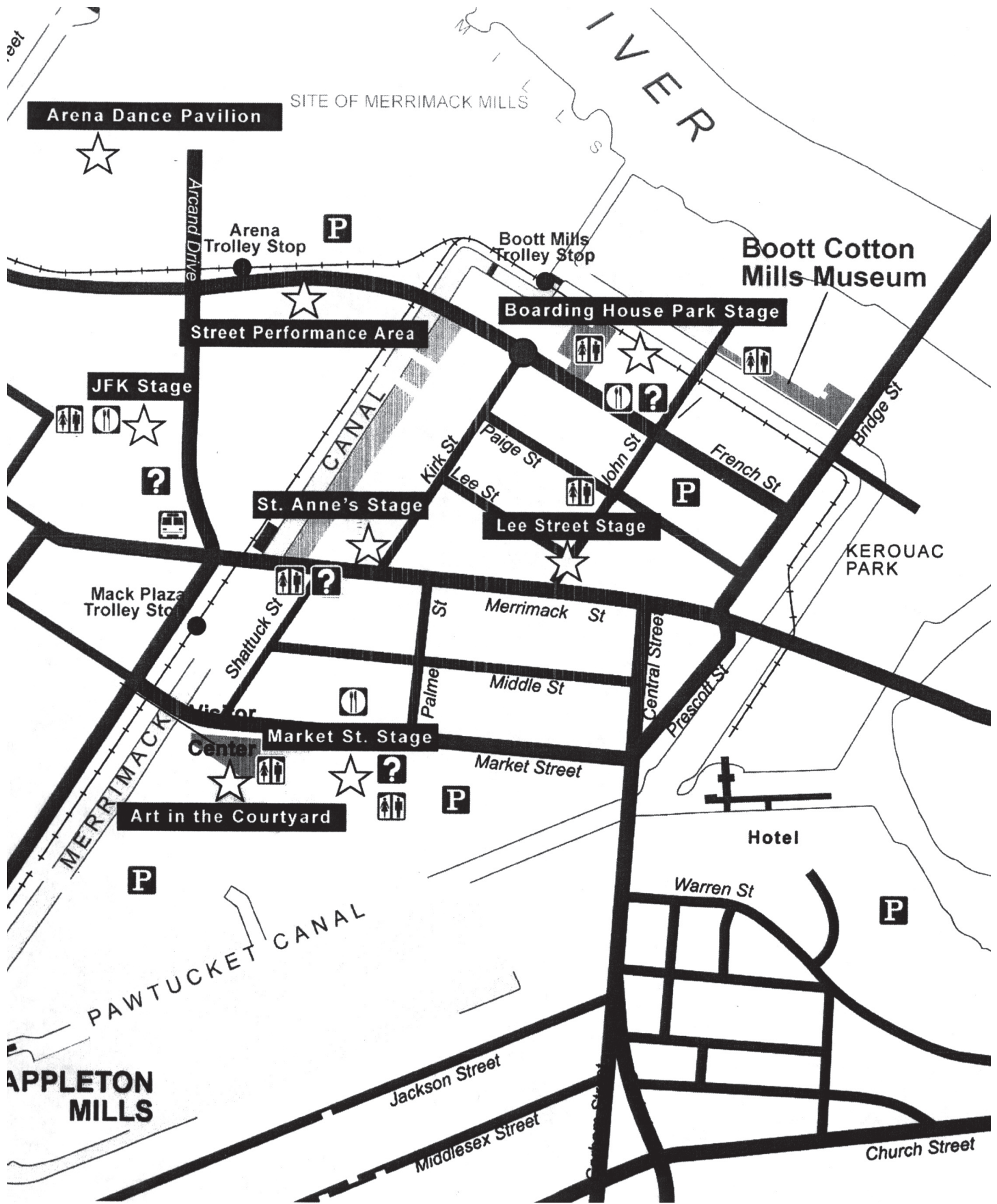
Special Events Coordinator –	978-970-4257
Downtown Coordinator-	978-970-4252
License Commission -	978-970-4156
Health Department -	978-970-4010
Police Department –	978-937-3200

Lowell Folk Festival

John Marciano –	978-275-1783
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Lowell Folk Festival Foundation

Janet Leggat –	978-275-1764
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2006 Lowell Folk Festival Schedule of Live Music

Friday, July 28th

Boardinghouse Park: 6:45pm - 1 Opm

Tsongas Arena Dance Tent: 7:15pm - 9:30pm

Saturday, July 29th

Boardinghouse Park: 12pm- 6pm, 7pm-1Opm

JFK Plaza: 12pm - 6:15pm

Market St.- 12pm - 6pm

Lee St.: 12pm - 6pm

St Annes: 12pm - 5:30

Tsongas Arena Dance Tent: 12pm - 5:45pm, 7:15pm - 1 Opm

Parades: 9:30am - 12pm Fanuel Hall, 6:15pm - 7pm

Street: 12:30pm - 4:45pm

Sunday, July 30th

Boardinghouse Park: 12pm - 6pm

JFK Plaza: 12pm - 6pm

Market St.: 12pm - 5:45pm

Lee St.: 12pm - 5:45pm

St. Annes: 12pm - 5:30pm

Tsongas Arena Dance Tent: 12pm - 7:15pm

Street: 12:30pm - 4:30pm